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HOW TO... Create a to-do list online

When you've got several tasks to do, it's easy to get stressed and disorganised. Jennifer Bagley explains how online to-do lists can keep your blood pressure down and productivity up

The world is so frantic now that we're all doing about half a dozen things at once. Trying to keep on top of it all is a logistical nightmare. We have to-do lists scribbled on pads or the backs of envelopes, which are easily lost. The to-do lists in programs such as Outlook allow you to do a lot more, but you're not always at your computer.

There is a third option. You can keep your to-do list online using a service such as Ta-da Lists (www.tadalists.com). This way, you can access your to-do list from any computer with an internet connection. Tie it in with Ta-da List's sister site, Basecamp (<http://basecamp.hq.com/demos/welcome>) and you can keep any project, from a fundraising fête to a holiday, organised and running smoothly.

1 First you need to register. Click on the big Sign up for Free link and complete the registration form. It doesn't take very long. Once you're logged in, click on the Create a new list link. Give the list a name and press the Create this list button.

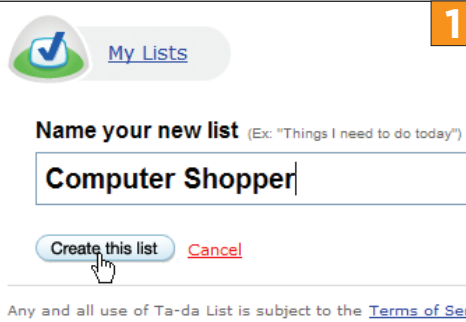
2 Next, add items to the list. Enter an item in the box and click Add this item. When you've done

that, click on Close to hide this box. To access it again, if you want to add an item at a later date, click on the Add another item link. When you've completed an item on your list, tick the box next to it. The item disappears from the main to-do list at the top of the page and reappears in smaller letters underneath. Should you decide later that you haven't completed that item, you can return it to the main to-do list by removing the tick from its box.

3 A title on its own won't give much information about your to-do list, especially if you have half a dozen of them. Click Edit and enter more detail about the purpose of the task to which the list is related in the Description/Notes box. Click Save this list. If you've finished with a list and want to remove it, open this page and click Delete this list. To start a new list, click on My Lists to return to the main to-do list page.

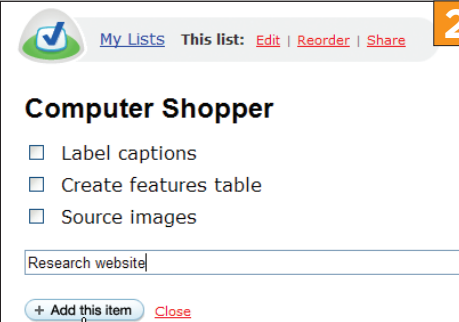
4 You may have noticed that there are lists that can be viewed by anyone on the main page of this website. If you'd like yours to be publicly viewable, go back to the to-do list page, click Share, scroll down the page and select that option. 

1

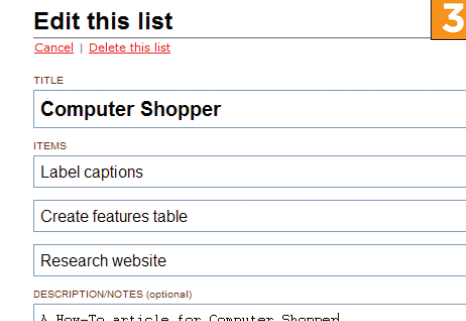


Any and all use of Ta-da List is subject to the [Terms of Service](#). Check out [other products from 37signals](#), the makers of Ta

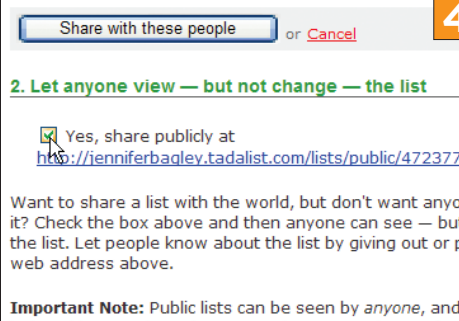
2



3



4



Important Note: Public lists can be seen by *anyone*, and may be indexed by search engines, so make sure you're comfortable